

**From:** [Mitchell, Tanya](#)  
**To:** [Walls \(Young\), Suzy](#)  
**Subject:** RE: Meeting Minutes  
**Date:** Wednesday, October 08, 2014 10:03:44 AM

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Hi Suzy,  
During the August meeting, I made note that minutes from the meeting was not required. Since the discussion would be reflected in the SAP and QAPP. So, there is no requirement at this time.  
Regards,  
Tanya

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**From:** Walls (Young), Suzy [mailto:[Suzy.Walls@arcadis-us.com](mailto:Suzy.Walls@arcadis-us.com)]  
**Sent:** Wednesday, October 08, 2014 9:35 AM  
**To:** Mitchell, Tanya  
**Subject:** Meeting Minutes

Hi Tanya –

I am in the process of preparing the September Monthly Progress Report and noticed that we did not submit minutes from the August 19<sup>th</sup> meeting. I didn't attend the meeting but I can put together minutes from John or Andrew's notes if you would like. I realize it's been over a month so I wanted to check with you first before doing that.

Thanks,

Suzy

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